

Lemanu Peleti Mauga  
Governor

Talauega E. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
Director

Max Tuitele  
Deputy Director

Faagau Steve Lefiti  
Deputy Director  
WTOA

**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <b>Survey Specialist</b>	<b>Posting Date:</b> <b>May 26, 2022</b>	<b>Serial No.:</b> <b>145-22</b>
<b>Department/Division:</b> <b>Commerce/ Statistics &amp; Analysis</b>	<b>Closing Date:</b> <b>June 15, 2022</b>	<b>Announcement No.:</b> <b>075-22</b>
<b>Type of Position:</b> <b>Permanent Appointment</b>	<b>Posting Type:</b> <b>Employment Opportunity/ Open to the Public</b>	<b>Pay Grade and Salary Range:</b> <b>GS-09/ \$16,467- \$41,817p.a.</b>

**General Description:** As mandated by Title 13 Chapter 21 of the American Samoa Code Annotated, the Statistics Division is responsible for 1 collection and providing information required by the American Samoa Government and its subdivisions for policymaking, program planning, and implementation; and (2) effectively coordinates all phases of statistical activities in American Samoa. This position reports directly to the Assistant Chief of Statistics.

**Key Duties and Responsibilities:**

- Assist the lead person in the conduct of the Household Survey Capability Program;
- Collect housing data from Land Use Permitting System, the DPW Building Branch Final Inspection/Occupancy Certifications, update mapping and map spot delineations of new structures
- Collect Business Registry data from business licensing and update Business Frames for the conduct of the Economic Census
- Collect Agricultural Holdings and Farm data from registration systems at the ASCC Land Grant, DOA Extension and DOE School Lunch Program in preparation of sampling frame for the Agricultural Census
- Update housing unit frame, business/establishment frame and farm units frame
- Assist with preparation of collection geography and assignment area maps
- Conduct range and consistency checks of field canvassing activities
- Assist with the conduct of censuses and surveys
- Assist with the compilations of various socio-economic statistics, from source materials and administrative records of government for the production of the Statistical Yearbook series
- Evaluate geography results according to statistical standards
- Assist with the conduct of inquiries on major data sourcing issues and non-compliances
- Conduct other duties and responsibilities as directed by the Supervisor

***This is an Equal Employment Opportunity Employer***

**Knowledge, Skills and Ability:**

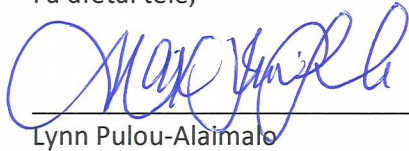
- Must be able to understand or have knowledge of MS Window Office; Work processing, PowerPoint, Excel spreadsheet etc.
- Experiences in areas of data processing application and data analysis, compilation, tabulation and presentation
- Experiences with statistical applications such as CPro and Microsoft Office
- Must have knowledge in working knowledge of MS WINDOW or Apple application for word processing, spreadsheet, and database development

**Academic and Experience Requirements:**

- Applicant must have an Associate of Arts Degree from an accredited university plus 4 years of work-related experience. An Associates of Arts Degree in General Education, Business or related field
- Salary will be adjusted according to experience.

**Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo

Director, Department of Human Resources